

*Meeting*  
**FILED:**  
**RETURN TO**  
**RECORDS MANAGEMENT DIVISION**

Items to be discussed at staff meeting of 22 August 1955

1. Leave balances
  - a. Requesting Leave
  - b. Approval of Leave
2. Assignment of [ ] effective 16 September
3. [ ] going to Ford Foundation for two years.
4. Personnel ceiling - on duty strength as of 31 July
  - Management Staff - 70 maximum
  - 68 actual
5. a. Flexo-Writer
  - b. Copy machine (The Secretary)
6. Weekly Reports due in by noon on Wednesday
7. Survey in Office of Personnel
8. Assignment of [ ]
9. New employees - [ ]
10. Transfer of [ ]
11. Discussions with Staff employees.

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